



# MARYLAND Department of Health

*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary*

## **Office of Procurement and Support Services**

Dana Dembrow, Director

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## **Multi-Step Invitation for Bid (MS-IFB) CODING AND DATA ENTRY SERVICES MDH/OPASS #19-18303 /eMM# MDM0031044991**

### **Addendum #3**

**Issued: June 5, 2019**

All persons who are known by the Issuing Office to have received the above-mentioned MS-IFB are hereby advised of the following revisions to the MS-IFB:

### **Revisions to MS-IFB are as follows:**

The Department has extended the Due Date for Receipt of Bids to **Friday, June 14, 2019 no later than 2:00 pm local time.**

**The Department has made revision to Pre-Bid Conference Minute Meetings are as follows:**

#### **Page 20 line 5-6**

The vendor is not responsible for providing payment on the data entered claims. Once data entered claims are delivered back to MDH, MMIS and FMIS provide payments.

#### **Page 20 line 7-8**

When CD's are delivered they are uploaded to MMIS for verification, accuracy, and processing not for verification of payments.

#### **Page 21 line 9-10**

Failure of meeting the error rate SLA would result in damages not default of contract.

#### **Page 21 line 13-18**

A kick off meeting is to be 5 days after NTP changes to the contract will be handled via standard Department guidelines and procedures.

**Page 22 line 1-6**

Failure to meet SLA's (which does include failure to meet delivery and pick up times) will result in damages which are detailed in the SLA section.

**Page 22 line 14-16**

CD's are required due to MMIS system limitations and not because of HIPAA compliance.

**Page 23 line1-3**

The only level of processing done to the documents prior to pick up is assignment of a Batch number and initial packaging. Information is not entered into MMIS II prior to pick up.

**Page 23 line 10-15**

There will be no information in the system for the vendor to verify prior to the vendor data entering claims. The vendor's purpose is to data enter.

**Page 23 line 16-20**

In the event of inclement weather the Contractor shall contact the Contract Monitor to schedule a new delivery schedule at the Contract Monitor's discretion.

**Page 25 line 2-6**

Section 2.3.4 pertaining to storage and transportation of documents is applicable to all documentation and deliveries associated with this MS-IFB. It is the vendor's responsibility to package the documents securely during receipt and delivery.

**Page 28 line 8-15**

Each of the separate document types that are data entered during a specific deliver period shall have their own separate CDs. For example if 15 KDP 1500's, 200 Medicaid 1500's, and 30 BCCDT UB04s are picked up on Monday, the State expects that on Friday of that week there would be 3 CDs returned (with all applicable data entered claims) along with the original copies of the entered forms.

**Page 30 line 2-5**

Data entry personnel working on this contract are not required to be ICD-9 and ICD-10 experienced.

**Page 31 line 12-13**

The contact monitors name is Adriane Basey his email is [Adriane.Basey@maryland.gov](mailto:Adriane.Basey@maryland.gov).

**Page 33 line 1-4**

CDs and documents that are received from the vendor are stored and processed by their respective organizations based on Department guidelines.

**Page 34 line 1-4**

To meet the minimum personnel requirement the vendors would have to supply names and titles of data entry personnel. Resumes for the 20 individuals are not required and will not be used as for evaluation.

**Page 35 line 4-11**

The claim form may be one page or multiple pages but it is only required that the top (first) page of the claim form be keyed. Also the claim form have attachments, ie. EOBs, medical records, etc. stapled to it. These attachments are not required to be keyed but it is essential they remain attached to the claim.

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer MDH.

June 5, 2019  
Date

*Dana Dembrow*  
Dana Dembrow  
Procurement Officer, OPASS

### **ADDENDUM # 3 ACKNOWLEDGEMENT OF RECEIPT FORM**

I acknowledge receipt of Addendum #3 to MS-IFB MDH/OPASS #19-18303 "**CODING AND DATA ENTRY SERVICES**" dated June 5, 2019.

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Vendor's Name

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Authorized Signatory – (Print/Type)

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Signature

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Date

*To be submitted with Offeror's bid response.*

**ADDENDUM # 3**